

**MARION COUNTY**  
**COMMISSION OF PUBLIC RECORDS**  
**Minutes, June 30, 2003**

**Members Present:**

Marty Womacks (Auditor)  
Doris Anne Sadler (County Clerk)  
Wanda Martin (Recorder)  
Joni Romeril (Assessor)  
Ted Sosin (Circuit Court Judge)  
Charlene Parks (Indianapolis Public Schools)  
Earl Morgan (Controller, proxy)

**Others Present:**

Mark Mertz (Commission Counsel)  
Carol Metz (City of Indianapolis, Purchasing Division)  
Linda Yates (City of Indianapolis, Purchasing Division)  
Timothy Fickle (Clerk's Office)  
Judy Flannery (Clerk's Office)  
Brian Clouse (Department of Public Safety)  
Lt. David Philips (Indianapolis Police Department)  
William Birkle (Warren Township Assessor)

The meeting was called to order by Chairman Womacks.

**Approval of Minutes:** Judge Sosin moved to accept the minutes of the February 21, 2003. The motion was seconded by Mrs. Sadler and unanimously approved.

**City of Indianapolis, Purchasing Division:** A request was made to destroy the following records: expired annual contracts (1993-1999), County Construction Guardian Home (1999), construction projects (1999), and professional contracts (1999). Carol Metz was present to provide additional clarifications on the records. She stated to the Commission that all of the records had already been microfilmed. After further discussion, Mrs. Romeril moved to accept the request and the motion was seconded Mrs. Sadler. The motion passed unanimously.

**Lawrence Township Assessor:** A request was made to destroy the following original records: business personal property records (1991-1992). After a short discussion, Mrs. Romeril moved for acceptance of the request. Mrs. Martin seconded the motion and the motion passed unanimously.

**Indianapolis Police Department:** A request was made to destroy the following records: polygraph records (January of 1976 – April of 1999). Lt. Brian Clouse and Lt. David Philips were present to give additional background for the request. Lt. Philips clarified that the records were not only from criminal cases and they also included other purposes such as pre-employment screenings. He also stated the records were not organized by purpose. Mrs. Sadler suggested that the Commission should seek guidance from the State Court Administrator. Lt. Philips stated that if a polygraph was used for a criminal

case, the agency of origin has the polygraph report on file. Mrs. Sadler moved to accept the request pending approval from the State Court Administrator. Mrs. Romeril seconded it and the request was unanimously approved. A letter regarding the request was sent to the State Court Administrator.

**Warren Township Assessor:** A request was made to microfilm and then destroy the following original records: property record cards (1989). William Birkle was present to answer any questions. Judge Sosin asked how long the office retains the records. Mr. Birkle stated that the records are kept for two assessment cycles (8 years). Mr. Birkle went on to state that his office is in the process of generating/storing such records electronically. Mrs. Romeril moved to accept the request. Mrs. Sadler seconded the motion and it passed unanimously.

#### **Marion County Clerk's Office**

**Records:** A request was made to transfer the following records to State Archives: miscellaneous professional licensing books (1851-1980), patent rights book (1944 – 1951), and original wills (1881 – 1986). Judy Flannery, the Clerk's Office supervisor of the Records Department, gave a short presentation covering all of the materials involved in the request. Mrs. Flannery stated that she had spoken with Rick Applegate of the State Archives and that he had suggested this method for the request. Mrs. Flannery also stated that Mrs. Sadler has sent a letter to clarify the request, noting the extreme importance of transferring the wills. Mrs. Martin moved to approve the request. The motion was seconded by Judge Sosin and passed unanimously.

**IV-D Reports:** A request was made to destroy the following records: IV-D Reports (1996-1999). Mrs. Sadler stated what the request involved. Mrs. Romeril moved to accept the request. Mrs. Martin seconded the motion and it passed unanimously.

#### **New Business:**

**Marion County Inheritance Tax Office:** A request was made to image and destroy the following original records: Indiana Inheritance Tax Returns (1992 – 1999). A request was made to destroy the following original records: Consent to Transfer Forms (1990 – 1999). Mrs. Romeril further discussed the request. She made it clear that the request was to image the records. Mrs. Romeril also stated that they currently do not have the funding to image all of the records at once. The records will be imaged by year as funding allows. Mrs. Sadler inquired whether the State Commission would approve this medium. Mrs. Romeril informed her of the law that allows a CD to constitute an archival medium. This law has been presented to the State Commission, yet they do not agree with this use. Mr. Mertz stated that the request is founded on a sound legal basis and the State has sixty days to declare any discrepancies. Mrs. Sadler moved to accept the request and Mrs. Womacks seconded the motion. With Mrs. Romeril abstaining, the vote passed by a 6 – 0.

There being no further business, Chairman Womacks adjourned the meeting.

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Marty Womacks, Chairman

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Doris Anne Sadler, Secretary